

Request for Quotation

Description : RFQ-002024 – Printing of Yearbook - 2024
 Date of Issue : 11 Nov 2024
 Date of Submission of Quotation : 13 Nov 2024 10:00 AM
 Delivery Time : Before November 30, 2024
 Contact Person & Telephone : Purchase Department IBA Main Campus,
 University Road, Karachi.
 03122669895
 Extension : 2150

Sr#	Description	Quantity + UOM
1	<p>Printing of Yearbook - 2024</p> <p>Landscape Orientation (10.5 x 7.25 inches) with Spot UV Cover page (350 gsm) including matt lamination with 5+5 colour printing 1st page will be transparent paper, as per butter paper (85gsm) with 4 color printing. Number of pages: 170 5+5 colour printing with special colour of all 170 pages Internal pages (150 gsm) each in matt paper Hot gum and stitch binding for professional look Each book will have a Jacket Cover 1600gsm grey board. Open Size 15x19 (Jacket Cover) Jacket cover Printing: 128gsm matt paper (including matt lamination) with 5 colour printing with die cutting and pasting.</p> <ul style="list-style-type: none"> • IBA, Karachi will provide design in PDF • The successful printer should be able to deliver all required books on or before November 30, 2024. 	1200.00 EACH

Terms & Conditions :

1. Material of this order is subject to final inspection at the time of delivery.
2. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
3. Payment will be made through crossed cheque after the receipt of the Invoice/Bill & delivery of above item(s).
4. General Sales Tax will be paid on applicable items only.
5. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate/item cost is final, and no change whatsoever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. IBA reserves the right to accept or reject any quotation without assigning any reason thereof.
9. IBA reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason.
10. IBA also reserves the right to issue a Purchase Order for any single item to different lowest responsive bidders or for all the items to any lowest responsive bidder.
11. Invoice/Bill to be submitted to Purchase Department.
12. Advance Payment subject to Bank Guarantee.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates/ denominations of the Purchase Order.
14. Stamp Duty 0.35% for Goods against total value of Purchase Order will be levied accordingly
15. The successful bidder should provide 10% Performance Security of the total value of the Purchase Order in the form of a Pay Order or bank guarantee before the signing of the Contract. The Performance Security shall extend at least three months beyond the Completion of the contract.
16. All printing books should be delivered on or before November 30, 2024

Bidder Qualification Criteria

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 3 years of relevant experience during last five years.	
2	Last 3 years' financial statements minimum 2 million (per year) average turn over in terms of annual return.	
3	"Sales tax registration and NTN certificate.	

All supporting documents along with quotation should be reached in IBA Procurement Department by November 13, 2024 at 10am.